

DoD Space Planning Criteria for Health Facilities

Ophthalmology/Optometry Clinic

3.13.1. PURPOSE AND SCOPE:

This section provides guidance for the space planning criteria for outpatient ophthalmology and optometry activities in DoD medical facilities.

3.13.2. DEFINITIONS:

Full-Time Equivalent (FTE): A work force equivalent to one individual working full time for a specific period, which may be made up of several part-time individuals or one full-time individual. This will include everyone working in the facility; military, civilian and contractor personnel.

Laser Eye Center: A service that is approved, staffed and equipped to correct vision (i.e. nearsightedness, farsightedness and astigmatism) via surgical procedures, often using lasers (Laser in Situ Keratomileusis [LASIK], Photo Refractive Keratectomy [PRK], Photo Therapeutic Keratectomy [PTK], Radial Keratectomy [RK], or Automated Lamellar Keratectomy [ALK].

Office: Room Code OFA01 is a private office outfitted with standard office furniture. Room Code OFA02 is a private office outfitted with systems furniture. Room Code OFA03 is a cubicle outfitted with systems furniture.

Ophthalmology Services: Ophthalmology services are rendered by a physician who provides care dealing with the structure, functions and diseases of the eye, the performing of certain surgical procedures; and the counseling of patients regarding their surgical alternatives and vision needs as related to their occupations, avocations and lifestyle.

Optometry Services: These services are provided by an optometrist who provides comprehensive eye health and vision examinations; diagnosis and treatment of eye diseases and vision disorders, the detection of general health problems; the prescribing of glasses, contact lenses, low vision rehabilitation, vision therapy, and medications; the performing of certain surgical procedures; and the counseling of patients regarding their treatment alternatives and vision needs as related to their occupations, avocations and lifestyle.

Preceptor/Consult Room: A location is required for residents in training to be able to discuss cases in private with supervising faculty physicians (preceptors). These discussions occur during the course of a patient visit, requiring proximity to exam room areas. In clinic configurations with staff physician offices clustered near exam rooms, precepting may be feasible from the faculty physician's own office and not from a dedicated central preceptor room. Note that any space provided for precepting must afford privacy from eavesdropping patients and passers-by ... hence an open area accessible by non-staff is NOT acceptable.

Provider: An individual who examines, diagnoses, treats, prescribes medication and manages the care of patients within his/her scope of practice as established by the governing body of a healthcare organization. Providers are physicians, physician's assistants and clinical nurse practitioners. The term 'staff providers' does not include residents.

3.13.3. POLICIES:

Each FTE provider is entitled to a maximum of one office and two eye lanes. The eye lanes may be any combination of any of the rooms listed in paragraph 3.13.5 below (i.e. full length eye lanes or folded eye lanes). The combination shall be determined at each facility, but the total number of eye lanes may not exceed two. The provider's office space may either be part of a combined office/eye lane or it may be a separate office.

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3.13.4. PROGRAM DATA REQUIRED:

How many FTE providers are projected?
 How many NCOIC/LCPO/LPO/SMT are projected?
 How many officers or officer equivalents are projected?
 How many staff require a private office?
 How many staff require a cubicle?
 How many staff require a locker?
 How many FTEs on peak shift?
 Will there be vending machines in the staff lounge?
 Will there be a Residency Program?
 Will there be a Residency Program Director?
 Will there be a Residency Program Secretary?
 How many Residents are projected?
 How many Residency Staff require a private administrative office?
 How many Residency Administrative Staff cubicles are required?

NOTE: GP indicates that a guideplate exists for that particular Room Code.

3.13.5. SPACE CRITERIA:

FUNCTION	Room Code	AUTHORIZED		PLANNING RANGE/COMMENTS
		m ²	nsf	

RECEPTION AREAS

Clinic Waiting	WRC01	5.57	60	Minimum. Provide four seats per each projected FTE provider. Provide 16 nsf for 95% of the seats and 25 nsf for 5% of the seats (handicapped waiting). Note: this waiting area may be divided into smaller waiting areas during the design.
Reception (GP)	RECP1	13.01	140	Minimum. Provide 140 nsf for the first eight providers. Increase 60 nsf for each increment of four providers over the initial eight providers. Includes space for 2 technicians. One reception station per clinic.
Patient Education Cubicle	CLSC2	2.78	30	Provide if in clinic concept of operations. Includes a computer workstation for patient self-assessment, printing educational brochures, etc.
Public Toilets	NA	NA	NA	Space will be provided in the Common Areas. See Section 6.1.

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PATIENT AREAS

Fitting and Dispensing Area	EYFD1	13.01	140	Includes 20 nsf for display area for “frame of choice” frames. One per clinic.
Frame Storage Area	SRS01	7.43	80	For storage of “frame of choice” material.
Visual Field (GP)	EYVF1	11.15	120	One per service (optometry & ophthalmology), i.e. a clinic with both ophthalmology and optometry services will have two visual field rooms.
Vision Screening (GP)	EYVS1	11.15	120	One per two FTE providers in each service (optometry & ophthalmology), i.e. a clinic with both ophthalmology and optometry services will have a minimum of two vision-screening rooms.
Contact Lens Fitting & Dispensing Area	EYCL1	11.15	120	One per clinic.
Eye Lane (Army/Air Force/VA) (GP)	EYEL1	17.19	185	Use when a 25-ft. full-length eye lane is required. Two per projected FTE ophthalmologist or optometrist.
Exam/Office – Eye Lane (Army & Air Force)	EYEL2	21.37	230	Use this when a 25-ft. full-length eye lane is required in combination with an office. When this room is used, the FTE is not entitled to an additional separate office. Two per projected FTE ophthalmologist or optometrist.
Eye Lane (Navy) (GP)	EYEL3	15.79	170	Use when a 24-ft. full-length eye lane is required. Two per projected FTE ophthalmologist or optometrist.
Eye Lane – Folded Electronic (GP)	EYEL4	13.01	140	Two per each projected FTE ophthalmologist or optometrist less the number of full-length eye lanes projected.
Fundus Camera Room (GP)	EYFC1	11.15	120	One per clinic, for two cameras.
Electroretinography	EYER1	11.15	120	If in clinic concept of operations.
Ophthalmology Exam (GP)	EYOT2	13.01	140	One per clinic when ophthalmologist is projected.
Ophthalmology Treatment Room	TREY1	16.26	175	One per clinic when ophthalmologist is projected.
Laser Treatment Room	TREY2	16.26	175	One per clinic when ophthalmologist is projected.
Ultrasound (GP)	XDUS1	11.15	120	One per clinic when ophthalmologist is projected.

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LASER EYE CENTER – When authorized

Reception (GP)	RECP1	11.15	140	Minimum if separate from ophthalmology/optometry clinic.
PRK/Lasik (GP)	TREY3	26.01	280	One per service.
Prep/Post Op. Room	RRSS3	27.87	300	One per service. Two cubicles—control observation and support.
Equipment Sterilization Room	CSSS1	11.15	120	One per service. (One sterilizer)
Equipment Storage	SRE01	13.94	150	One per service.
Treatment/Exam Room (GP)	EYOT2	13.01	140	One per service.
Evaluation Room	EYOT3	22.30	240	One per service. Holds specialized equipment to measure corneas.
Full Length Eye Lane (GP)	EYEL1	17.19	185	(Army/Air Force/VA) Four Eye Lanes per Lasik Room. Determine if this number can be reduced if Laser Eye Center can share Eye Lanes with other functions within the Eye Clinic.
	EYEL3	15.79	170	(Navy) Same as EYEL1.
Medication Room	MEDP1	7.43	80	One per service.
Technician Cubicle	OFA03	5.57	60	Per projected FTE technician.

STAFF AND ADMINISTRATIVE AREAS

Ophthalmologist/Optometrist Office (GP)	OFD01	11.15	120	Army - One per projected FTE staff provider. (See also Residency Program Section.)
	OFD02			Navy - See above planning range comments
	OFD03			Air Force/VA - See above planning range comments
NCOIC/LCPO/LPO/SMT Office	OFA01	11.15	120	One per clinic.
	OFA02			
Administrative Personnel with Private Office	OFA01	11.15	120	One per projected FTE requiring a private office. See Section 2.1. Some examples are Group Practice Manager, Nurse Educator, Health Care Integrator, any staff who interviews or counsels patients.
	OFA02			

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STAFF AND ADMINISTRATIVE AREAS Continued

Administrative Cubicle	OFA03	5.57	60	Per projected FTE requiring a dedicated workspace but not a private office. See Section 2.1.
Patient Records Area	FILE1	5.57	60	One per clinic
Copy Room	RPR01	9.29	100	For Copier/Fax/Mailbox distribution.
Forms/Literature Storage	SRS01	9.29	100	One per clinic.
Conference Room (GP)	CRA01	23.23	250	Minimum use CRA01. One per department with at least eight officers or officer equivalents. For increase in size (CRA02 and CRA03) see Section 6.1.
	CRA02	27.87	300	
	CRA03	37.16	400	
Staff Lounge (GP)	SL001	13.01	140	Minimum. See Section 6.1 for increase in size.
Personal Property Lockers(GP)	LR001	1.86	20	For staff without a dedicated office/cubicle space. See Section 6.1 for increase in size or for Changing Locker Room criteria.
Staff Toilets (GP)	TLTU1	4.65	50	Minimum for total clinic staff of at least ten. See Section 6.1 for increase in size and for male/female breakdown.

CLINIC SUPPORT AREAS

Clean Utility (GP)	UCCL1	11.15	120	For up to 6 projected FTE providers.
		13.94	150	For 7 - 12 projected FTE providers.
		16.72	180	For more than 12 projected FTE providers.
Soiled Utility (GP)	USCL1	8.36	90	For up to 6 projected FTE providers.
		11.15	120	For 7 - 12 projected FTE providers.
		13.94	150	For more than 12 projected FTE providers.
Litter/Wheelchair Storage	SRLW1	5.57	60	One per clinic.
Crash Cart Alcove	RCA01	1.86	20	One per clinic. Can be shared between several clinics if fully accessible to all.
Equipment Storage	SRE01	9.29	100	One per clinic.

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Functions which are required for Residency Education in Ophthalmology:

These areas are in addition to those listed under common areas above.

RESIDENCY PROGRAM				
Residency Program Director (GP)	OFD01	11.15	120	Army. One per director of a residency program.
	OFD02			Navy - See above planning range comments
	OFD03			Air Force/VA - See above planning range comments
Secretary with Visitor Waiting.	SEC01	11.15	120	One per director of a residency program, if there is a projected FTE secretary position.
Private Office	OFA01	11.15	120	One per projected FTE that requires a private office
	OFA02			
Administrative Cubicle	OFA03	5.57	60	Provide 60 nsf per projected FTE position requiring a dedicated cubicle.
Resident Cubicle	OFA03	5.57	60	Minimum. 60 nsf per projected resident.
Residency Library	LIBB1	13.01	140	One per residency program.
Resident Eye Lane (GP)	EYEL1	17.19	185	Army/Air Force/VA. One per projected resident. Minus the two monitored eye lanes.
	EYEL3	15.79	170	Navy.
Monitored Eye Lane – Viewing Room (GP)	EYEL1	17.19	185	Army/Air Force/VA. Provide two monitored eye lanes per residency program and one CMP02.
	EYEL3	15.79	170	Navy.
	CMP02	5.57	60	This room uses cameras and videotapes.
Conference Room (GP)	CRA01	23.23	250	Minimum, one per residency program. For increase in size, see Section 2.1.
Preceptor/Consult	OFDC1	11.15	120	One per ten staff providers per clinic concept of operations.
Ophthalmology Laboratory	EYPL1	5.57	60	One per program.